

Industrial Contract Audit Branch:

PREPARED REPORTS (OUTGOING) - REQUIRED REPORTS (INCOMING)

None

DA QA/QC:
12/06/00. SY

Payroll and Travel Branch:

PREPARED REPORTS (OUTGOING) - REQUIRED REPORTS (INCOMING)

None

Accounts Branch:

PREPARED REPORTS (OUTGOING)

Form No.	Title of Report	Reporting Frequency	Distribution	Remarks
IBM	Statement of Account - 144.1	Quarterly	#1 Copy - Accounts Receivable Folder #2 Copy - Individual (thru Division) #3 Copy - Extra	Printed from 144.1 detail cards, corresponds to detail listing for same period. See Attach. #1, Tab A.
IBM	Statement of Account - 144.2	Quarterly	#1 Copy - Accounts Receivable Folder #2 Copy - O & L Branch #3 Copy - O & L Branch	Printed from 144.2 detail cards, corresponds to detail listing for same period. See Attach. #1, Tab B.
IBM	Statement of Account - 144.3	Quarterly	#1 Copy - Accounts Receivable Folder #2 Copy - Travel Section #3 Copy - Travel Section	Printed from 144.3 detail cards, corresponds to detail listing for same period. See Attach. #1, Tab C.
IBM	144.1 Trial Balance, Advances to Agency Personnel (Staff Employees)	4th Friday of each month	2-Accounts Receivable Section 1-Chief, Accounts Branch 2-Travel Section 1-Respective Area Divisions or Offices	Report received from IBM; listing is controlled by due dates: staff employees are listed alphabetically within home divisions. Copy on file in Accounts Branch for reference purposes.

Accounts Branch - Continued

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<u>Form No.</u>	<u>Title of Report</u>	<u>Reporting Frequency</u>	<u>Distribution</u>	<u>Remarks</u>
IBM	144.2 Trial Balance, Advances to Agency Personnel (Agents, Contract Employees, Consultants)	4th Friday of each month	3-O & L Branch 2-Accounts Receivable Section 1-Chief, Accounts Branch	Report received from IBM; listing is controlled by due dates; Agents are listed alphabetically within home divisions. Copy on file in Accounts Branch for reference purposes.
None	Evaluation of Class "A" Stations	Quarterly	3-Comptroller 1-Audit Office 1-Accounts Branch 1-Registry	Copy available in Comptroller's Office.
None	Confidential Funds Report	Monthly	6 Complete Copies: 3-Comptroller 1-Audit Office 2-Vital Documents 1-Accounts Branch	(Top Secret) Utilized by PAS in consolidating Agency Report. Copy on file in Comptroller's Office.
None	Allotment Ledgers for all active Fiscal Years (Supported by detail expense and unliquidated obligation listings)	Monthly	All DDP Schedules-DD/P Admin Budget Branch Inspection & Review	(Secret) Distribution of report to Budget Officers. This distribution is limited to the schedules that pertain to each Budget Officer.
			All FI Schedules-ADFI	
			All TSS Schedules-TES	
			All Training Schedules -Office of Training	
			All Commo Schedules-Office of Communications	
			All Personnel Schedules-Office of Personnel	
			Original-Accounts Branch Files 1st cc-Distributed to the various responsible Budget Officers on an Office or Division level.	Copy on file in PAS.

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Accounts Branch - Continued

<u>Form No.</u>	<u>Title of Report</u>	<u>Reporting Frequency</u>	<u>Distribution</u>	<u>Remarks</u>
None	Detail Expenditure Listings for all Active Fiscal Years	Every 6 Months	2nd cc-This copy is used to distribute extra copies to the following Budget Offices: Office of Training DDP/PM Commercial Division IO Division 3rd cc-Distributed as follows: All DDP Accounts-DDP Budget All other than DDP-Comptroller 4th cc-Program Analysis Staff (Complete copies of all active Fiscal Years)	The portion of the Ledger that is not used in this distribution is destroyed.
None	Cost Reports (two types)	Monthly	Original-Finance Division Files 1st cc-Audit Office 2nd cc-PAS 3rd cc-Budget Branch 4th cc-FE Division Portion sent to FE Budget Officer. Commo portion sent to Commo Division.	<u>Changes Contemplated-</u> In addition to the Monthly Cost Report, detailed listings are to be prepared every six months in order to provide a detail cost reference. The 4th carbon copy distribution is made by special request and the remaining portion of that copy not distributed is destroyed. Copy on file in PAS.
None	Schedule of Allotment Expenditures, resulting from Personal Services	At the end of each pay period (all types of payrolls)	Same distribution as made on the original, 1st carbon copy, and 2nd carbon copy of the Allotment Ledger distribution. The Accounts Branch file copy is maintained for 3 months for reference purposes and destroyed.	Copy on file in Accounts Branch, Finance Division.
None	Reconciliation of General Ledger Accounts 135.3, 135.4, 135.5 and 535.	Monthly	Original-Fiscal Division 1 copy -Program Analysis Staff	Copy on file in PAS.

Accounts Branch - Continued

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Form No.	Title of Report	Reporting Frequency	Distribution	Remarks
25X1C	None	Estimate of Necessary Obligations to be Established for Employees	Quarterly	Applicable Budget Officers
	None	Reconciliation of General Ledger Account 302.0, "Counter Checks Payable"	Monthly	Original-Chief, Finance Division 1 copy -Program Analysis Staff
	None	Trial Balance of General Ledger Account 125, "Foreign Monies on Hand."	Monthly	Original-Program Analysis Staff

REQUIRED REPORTS (INCOMING)

Form No.	Title of Report	Reporting Frequency	Prepared by	Remarks
None	Accounts Payable Trial Balance	Monthly	IBM	Used in Accounts Branch as a basis for verifying correctness of items, making adjustments and aging old outstanding items. Copy available in Accounts Branch for review.

Operations and Liaison Branch:

PREPARED REPORTS (OUTGOING)

Form No.	Title of Report	Reporting Frequency	Distribution	Remarks
None	Class "B" Station Evaluation	Quarterly	Comptroller	Copy on file in Comptroller's Office.
None	Trial Balance - [REDACTED] Projects	Monthly	Area Division	Copy on file in O & L Branch.
None	Trial Balance - Projects Other	Monthly	Area Division	Copy on file in O & L Branch.

Proprietary Accounts Branch:

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PREPARED REPORTS (OUTGOING)

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25X1A

<u>Form No.</u>	<u>Title of Report</u>	<u>Reporting Frequency</u>	<u>Distribution</u>	<u>Remarks</u>
None	"Financial Condition of Proprietary Projects" and "Financial Condition of Projects"	Quarterly	Comptroller (3) Auditor-in-Chief PAPS Budget Office Area Divisions Finance Division	Proprietary Project Report includes Funding Mechanisms. (Top Secret) Copy on file in Comptroller's Office.

REQUIRED REPORTS (INCOMING)

<u>Form No.</u>	<u>Title of Report</u>	<u>Reporting Frequency</u>	<u>Prepared by</u>	<u>Remarks</u>
None	Total Disbursed to [REDACTED] Projects	Quarterly	IBM	One copy supplied to PAB. This is a cumulative statistical report used in the preparation of the quarterly report dealing with the financial condition of [REDACTED] projects.

25X1A

Monetary Branch:

PREPARED REPORTS (OUTGOING)

<u>Form No.</u>	<u>Title of Report</u>	<u>Reporting Frequency</u>	<u>Distribution</u>	<u>Remarks</u>
None	Funds Requirements for Ensuing Month	Monthly	Comptroller (2)	This report contains statistical information relative to disbursements during the past month, estimates of expenditures to be made during the forthcoming month, and cash on hand and available for these expenditures. See Attach. #2, Tab A.
None	Cash on Hand - Monetary Branch	Monthly	Accounts Branch (2)	This is a schedule of U.S. and foreign currency on hand in the Monetary Branch. It is used by Accounts Branch for verification purposes, particularly with regard to [REDACTED] units on hand. See Attach. #2, Tab B.

Monetary Branch-Continued

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<u>Form No.</u>	<u>Title of Report</u>	<u>Reporting Frequency</u>	<u>Distribution</u>	<u>Remarks</u>
None	Bank Accounts	As changes occur	Comptroller Chief, Finance Division	This is a listing of all bank accounts operated by the Finance Division. See Attach. #2, Tab C.
None	Cash Balances at Field Stations	Monthly	Comptroller (3)	See Attach. #2, Tab D.
1655 (Rev)	Statement of Account of Funds Entrusted to Agent-Officer	Monthly, and with Treasury Dept. each request for advance.		This form is prepared and executed in the Disbursing Office, is signed by the reporting Agent Cashier.

REQUIRED REPORTS (INCOMING)

<u>Form No.</u>	<u>Title of Report</u>	<u>Reporting Frequency</u>	<u>Prepared by</u>	<u>Remarks</u>
642 (ADT)	Burglar Alarm Report	Monthly	A.D.T.	Routine advice of the times of

NOTE: With respect to the reports submitted by the Monetary Branch it is felt that Tab E. and Tab A (incoming), should be disregarded by the Panel.

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